

### BIDS WILL BE PUBLICLY OPENED:

**OCT 27, 2005 10:00 AM**

PURCHASING AGENCY NO. : 107001

===== > VENDOR NO. :  
SOLICITATION : 2203435  
FILE NO. : M41952Z  
OPENING DATE : 10/27/05

**SEE NO. 8 BELOW. RETURN BID TO**

2203435 10/27/05 10:00 AM  
M41952Z

OFFICE OF STATE PURCHASING  
OFFICE OF STATE PURCHASING  
POST OFFICE BOX 94095  
BATON ROUGE, LA 70804-9095

BUYER	:	ANN CAMPBELL	
BUYER PHONE	:	(225) 342-8043	
DATE ISSUED	:	10/05/05	
REQ. AGENCY	:	275000	FO
LA DEPT OF TRANS & DEV			
AGENCY REQ. NO.	:	192726	
ISIS REQ. NO.	:	1281958	
VENDOR PHONE	:		
FISCAL YEAR	:	06	
CLASS/SUBCLASS	:	96654	
SCHEDULED BEGIN DATE	:	00/00/00	
SCHEDULED END DATE	:	00/00/00	
T-NUMBER	:		

**FOLD HERE->**

**FILL IN VENDOR NUMBER (FEIN), NAME AND ADDRESS ABOVE, BEFORE SUBMITTING BID.**

PRINTING CONTRACT FOR THE  
AERONAUTICAL CHART OF LOUISIANA

**TO BE COMPLETED BY VENDOR**

1. \_\_\_\_\_ PLEASE REMOVE FROM THIS COMMODITY CODE.
2. \_\_\_\_\_ DELIVERY WILL BE MADE IN THIS NUMBER OF DAYS AFTER RECEIPT OF ORDER.
3. \_\_\_\_\_ % CASH DISCOUNT FOR PROMPT PAYMENT IF MADE WITHIN THIRTY (30) DAYS. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. ON INDEFINITE QUANTITY TERM CONTRACTS, CASH DISCOUNTS WILL BE ACCEPTED AND TAKEN BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS.
4. \_\_\_\_\_ BID BOND ATTACHED, \_\_\_\_\_ CERTIFIED CHECK ATTACHED, \_\_\_\_\_ OTHER, IF REQUIRED.
5. \_\_\_\_\_ BID REFERENCE NUMBER. (THIS NUMBER WILL APPEAR ON RESULTING ORDER OR CONTRACT).

## INSTRUCTIONS TO BIDDERS

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.
2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER.
3. THIS BID IS TO BE MANUALLY SIGNED IN INK.
4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D" REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.
5. AMOUNT OF BID BOND REQUIRED: N/A.
6. AMOUNT OF PERFORMANCE BOND, IF REQUIRED, \_\_\_\_\_ OR 0% OF BID.
7. DESIRED DELIVERY: 030DAYS ARO
8. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED IN THE SPECIAL ENVELOPE IF FURNISHED FOR THAT PURPOSE.
9. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.
10. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.30). ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.

**FOLD HERE-->**

**VENDOR PHONE NUMBER:**  
**FAX NUMBER:**

**TITLE**

DATE \_\_\_\_\_

**SIGNATURE OF AUTHORIZED BIDDER - SEE NO. 30, PAGE 3.  
(MUST BE SIGNED)**

**NAME OF BIDDER**  
**(TYPED OR PRINTED)**

STANDARD TERMS & CONDITIONS		INVITATION TO BID	
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<p>11 ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.</p> <p>12. CONFERENCE: NA NA NA</p> <p>13. BID FORMS. ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 30). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED: A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND; B. BID FILLED OUT IN PENCIL; AND C. BID NOT SUBMITTED ON THE STATE'S STANDARD FORMS.</p> <p>BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. TELEGRAPHIC AND FAX ALTERATIONS TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED FORMAL BID AND WRITTEN ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE BID OPENING TIME. ENTIRE BID SHOULD BE RETURNED, EXCEPT ITEM PAGES NOT BID.</p> <p>14. STANDARDS OF QUALITY. ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.</p> <p>15. DESCRIPTIVE INFORMATION. BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR STATE OF LOUISIANA TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATIONS SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.</p> <p>16. BID OPENING. BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING THE STATE OF LOUISIANA DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.</p> <p>17. AWARDS. THE STATE OF LOUISIANA RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED OR ON AN ALL-OR-NONE BASIS AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.</p> <p>18. PRICES. UNLESS OTHERWISE SPECIFIED BY THE STATE OF LOUISIANA IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.</p> <p>19. DELIVERIES. BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.</p> <p>20. TAXES. VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. STATE AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.</p>			

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21. NEW PRODUCTS.  
UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.

22. CONTRACT RENEWALS.  
UPON AGREEMENT OF THE STATE OF LOUISIANA AGENCY AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.

23. CONTRACT CANCELLATION.  
THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.

24. DEFAULT OF CONTRACTOR.  
FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE STATE HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE STATE RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.

25. ORDER OF PRIORITY.  
IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.

26. APPLICABLE LAW.  
ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.

27. COMPLIANCE WITH CIVIL RIGHTS LAWS.  
BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.

28. SPECIAL ACCOMMODATION.  
ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.

29. INDEMNITY.  
CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, THE STATE, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE STATE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.

30. SIGNATURE AUTHORITY.  
IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:

1. A CURRENT CORPORATE OFFICER, PARTNERSHIP MEMBER OR OTHER INDIVIDUAL SPECIFICALLY AUTHORIZED TO SUBMIT A BID AS REFLECTED IN THE APPROPRIATE RECORDS ON FILE WITH THE SECRETARY OF STATE; OR
2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY A CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT; OR
3. OTHER DOCUMENTS INDICATING AUTHORITY WHICH ARE ACCEPTABLE TO THE PUBLIC ENTITY.

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1 BID DELIVERY INSTRUCTIONS FOR STATE PURCHASING:

BIDDERS ARE HEREBY ADVISED THAT THE U.S. POSTAL SERVICE DOES NOT MAKE DELIVERIES TO OUR PHYSICAL LOCATION.

BIDS MAY BE MAILED THROUGH THE U.S. POSTAL SERVICE TO OUR BOX AT:  
OFFICE OF STATE PURCHASING  
P O BOX 94095  
BATON ROUGE LA 70804-9095

BIDS MAY BE DELIVERED BY HAND OR COURIER SERVICE TO OUR PHYSICAL LOCATION AS FOLLOWS:

OFFICE OF STATE PURCHASING  
CLAIBORNE BUILDING, SUITE 2-160  
1201 NORTH THIRD STREET  
BATON ROUGE, LA 70802

BIDDER IS SOLELY RESPONSIBLE FOR ENSURING THAT ITS COURIER SERVICE PROVIDER MAKES INSIDE DELIVERIES TO OUR PHYSICAL LOCATION. THE OFFICE OF STATE PURCHASING IS NOT RESPONSIBLE FOR ANY DELAYS CAUSED BY THE BIDDER'S CHOSEN MEANS OF BID DELIVERY.

BIDDER IS SOLELY RESPONSIBLE FOR THE TIMELY DELIVERY OF ITS BID. FAILURE TO MEET THE BID OPENING DATE & TIME SHALL RESULT IN REJECTION OF THE BID.

\*\*\*\*\*  
PUBLICIZING AWARDS. IN ACCORDANCE WITH L.A.C.34:I.535, UNSUCCESSFUL BIDDERS WILL BE NOTIFIED OF THE AWARD PROVIDED THAT THEY SUBMIT WITH THEIR BID A SELF-ADDRESSED STAMPED ENVELOPE REQUESTING THIS INFORMATION.  
\*\*\*\*\*

\*\*ATTENTION:\*\*

RECEIPT OF A SOLICITATION OR AWARD CANNOT BE RELIED UPON AS AN ASSURANCE OF RECEIVING FUTURE SOLICITATIONS. IN ORDER TO RECEIVE FUTURE SOLICITATIONS/AWARDS FROM THIS OFFICE, YOU MUST ENROLL IN THE PROPER CATEGORY ON LAPAC OR ON STATE PURCHASING'S AGPS BIDDERS LIST. ENROLLMENT IN LAPAC IS FREE AND PROVIDES EMAIL NOTIFICATION OF BID OPPORTUNITIES BASED UPON COMMODITIES THAT YOU SELECT.

2 PREFERENCE. IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1595, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY.

DO YOU CLAIM THIS PREFERENCE? YES \_\_\_\_\_

SPECIFY LINE NUMBER(S) : \_\_\_\_\_

\_\_\_\_\_  
SPECIFY LOCATION WITHIN LOUISIANA WHERE THIS PRODUCT IS MANUFACTURED,

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PRODUCED, GROWN OR ASSEMBLED: \_\_\_\_\_

(NOTE: IF MORE SPACE IS REQUIRED, INCLUDE ON SEPARATE SHEET.)

DO YOU HAVE A LOUISIANA BUSINESS WORKFORCE? YES \_\_\_\_\_ NO \_\_\_\_\_

IF SO, DO YOU CERTIFY THAT AT LEAST FIFTY PERCENT (50%) OF YOUR LOUISIANA BUSINESS WORKFORCE IS COMPRISED OF LOUISIANA RESIDENTS?

YES \_\_\_\_\_ NO \_\_\_\_\_

FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES. PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.

- 3 CANCELLATION  
THE STATE OF LOUISIANA RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH THIRTY (30) DAYS WRITTEN NOTICE.

- 4 THE CONTRACTOR WILL BE RESPONSIBLE FOR COLLECTING CERTAIN DATA NECESSARY TO PRODUCE THE CHARTS PER THE REQUIREMENTS IN THE ATTACHED SPECIFICATIONS.

BASE PRICE QUOTED SHOULD BE FOR FURNISHING CHARTS PRODUCED AS SIX (6) COLOR PRINTING (4 COLOR PROCESS + 2 PMS COLORS). SHOULD AN ADDITIONAL COLOR BE REQUIRED, THE CONTRACTOR IS TO PREPARE AND FURNISH THE ADDITIONAL COLOR AT THE PRICE STATED BELOW:

UPCHARGE FOR EACH ADDITIONAL COLOR FOR 10M CHARTS: \$ \_\_\_\_\_/M

ALTERATIONS: SHOULD TYPESETTING ALTERATIONS BE NECESSARY, THE FOLLOWING CHARGES SHALL BE ASSESSED:

PRICE PER SQUARE INCH OF ACTUAL AREA CHANGED (MEASURED IN 10THS); MINIMUM OF FIVE (5) SQUARE INCHES ALLOWED:

\$ \_\_\_\_\_/SQ. IN.;

PAGE PREPARATION:

\$ \_\_\_\_\_/FILM;

NEGATIVE ALTERATION:

\$ \_\_\_\_\_/FILM.

REPRINTS: THE STATE OF LOUISIANA AND THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT RESERVE THE RIGHT TO PURCHASE REPRINTS UP TO ONE YEAR FROM DATE OF AWARD. THE MINIMUM ORDER FOR REPRINTS SHALL BE 2,000 CHARTS.

REPRINTS:

\$ \_\_\_\_\_/M CHARTS

SHOULD ALTERATIONS REQUESTED INVOLVE ARTWORK, THE CONTRACTOR MAY CHARGE FOR THIS SERVICE PROVIDED AND ESTIMATE OF THE REQUIRED TIME AND TOTAL CHARGES IS PROVIDED TO THE DEPARTMENT OF TRANSPORTATION

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AND DEVELOPMENT AND APPROVED IN WRITING. THE RATE PER HOUR FOR  
ARTWORK IS TO BE STATED BELOW:

\$ \_\_\_\_\_/HOUR.

- 
- 5 AT THE OPTION OF THE STATE OF LOUISIANA AND ACCEPTANCE BY THE CONTRACTOR, THIS CONTRACT MAY BE EXTENDED FOR TWO ADDITIONAL TWELVE (12) MONTH PERIODS AT THE SAME PRICE, TERMS AND CONDITIONS. TOTAL CONTRACT TIME MAY NOT EXCEED THIRTY-SIX (36) MONTHS.
- 6 ALL ART, COLOR SEPARATIONS, FILM, NEGATIVES, TAPES, FLOPPY DISKS, SPECIAL PLATES AND DIES ARE TO BECOME THE PROPERTY OF THE STATE OF LOUISIANA. SUCCESSFUL VENDOR IS TO FORWARD THESE TO THE AGENCY UPON COMPLETION OF THIS JOB.
- 7 QUALITY OF WORKMANSHIP AND STOCK-ALL ARTICLES FURNISHED AND WORK DONE MUST BE OF A FIRST CLASS QUALITY. THE USE OF POOR TYPE, POOR PRESSWORK OR THE USE OF A DIFFERENT COLOR OF INK FROM THAT ORDERED, INFERIOR BINDING, INFERIOR QUALITY OR MIS-MATCHED PAPER STOCK, A LESSER GRADE OF PAPER THAN THAT ORDERED, OR ANY OTHER DISCREPANCIES WILL BE SUFFICIENT CAUSE FOR THE REJECTION OF THE WORK AND FOR REFUSAL OF PAYMENT UNTIL THE CONTRACT CONTROVERSY IS RESOLVED.

## PRICE SHEET

## INVITATION TO BID

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	UNLESS SPECIFIED ELSEWHERE SHIP TO: LA DEPT OF TRANS & DEV AVIATION DOTD SECTION 88 8900 JIMMY WEDELL, RM 123 BATON ROUGE, LA 70808				
00001	COMMODITY CODE: 966-54-000000  ARTWORK/MECHANICAL PREPARATION, STRIPING LIGHOGRAPHING AND PRINTING OF THE 2006-2007 EDITION OF THE AERONAUTICAL CHART OF LOUISIANA IN (4) COLORS, AS PER THE ATTACHED SPECIFICATIONS  CONTRACT PERIOD OF TWELVE (12) MONTHS BEGINNING ON THE DATE OF AWARD.  PER THE ATTACHED SPECIFICATIONS.	10	M		

Department of Transportation and Development  
Solicitation Number: 2203435  
File Number: M41942Z  
Bid Opening Date: 10/27/05

## 2006 / 2007 Louisiana Aeronautical Information Chart

### BID SPECIFICATIONS

#### QUALITY

Items required under the scope of these specifications shall be of excellent quality and standards. Accurate and precise registration of printed elements is required. Trimming must be even with no jagged or torn edges. Folding must be accurate. Obvious press or production defects such as smudges, hickeys, set-off, roller marks, etc. shall constitute reason(s) for rejection of the job on a quality basis.

#### DELIVERY

The contractor is responsible for all transportation expense for the submission of required proofs to the LA DOTD Aviation Division, as well as, cost of delivery of the finished charts, the return of all negatives, and all other materials to the Aviation Division at the completion of the job.

#### QUANTITY

10,000 printed copies of the chart shall be produced and delivered. A breakdown of how the charts are to be produced and delivered is listed below:

50 copies UNFOLDED

100 copies with the Search and Rescue Grid (For Civil Air Patrol)

9,850 copies normally folded (for distribution the general public)

10,000 COPIES IN TOTAL

#### SIZE

Flat size: 45" x 22"

Folded size: 5" x 11"

#### GENERAL

Map portion of the chart shall conform to the Sectional Chart scale (1:500,000). The chart shall be printed on two sides with approximately one-half of the state on each side with an approximate 40 nautical mile overlap. The state boundary is to be highlighted with a 30% screened aero-magenta line approximately 1/16" wide. The area of the state within the boundary shall print the usual "green" (yellow/blue screened) background color of sectional charts. The areas of Texas, Arkansas, and Mississippi which border Louisiana and will be printed on the chart shall have a white background color over which prints the normal aeronautical data. All map content, detail, type size, and line weights shall adhere to US Government Sectional Chart details.

The front or "north" side of the chart shall consist of the northern half of the state as generally depicted on the layout and positioned accordingly. This side shall also contain a white area in which shall be printed the general information as shown on the layout. This white area shall contain the following: Guide to Airport Signs, Basic VFR Weather Minimums, Components of a Traffic Pattern, Recommended Communication Procedures, Air Traffic Control Tower Light Gun Signals, VFR Cruising Altitudes and Flight Levels, Emergency Transponder Codes/Frequencies and FAA Flight Plan. The information contained in these subject areas on the rough layout (copy of the rough layout chart attached) are for illustrative purposes only and must be updated and reset in type of the appropriate size for the space allotted. The chart title panels shall also print on this side and shall appear as graphically represented on the layout. Also on this side, a small white area shall appear as positioned on the layout which contains the disclaimer statement. This area shall appear in the exact same position relative to the actual chart area on both sides of the chart (so that if the two halves were put together and overlapped, the disclaimer would be in the exact same position on both sides).

#### Miscellaneous/Aeronautical Information Area

Area shall appear as a white background. Area shall be "reversed" out of the printed aeronautical chart information that would normally appear in this area. White area is to be approximately 11-1/8" X 15-1/4" and located as depicted by the black line border on the layout. The black line is a key line only and does not print. This white area shall also contain a graphic bar across the top as shown on the layout. This bar shall be a screen of the same color as the background color for the chart "title" panels. The following information shall be contained within the white area. All type and borders in the subject areas shall print black.

**Guide to Airport Signs**

Contractor shall prepare this according to the layout. "Signs" shall appear in color as shown on the Guide to Airfield Signs (US) as prepared by the US Department of Transportation, Federal Aviation Administration, Office of Airport Safety and Standards. Copy shall appear as per the layout. Border as shown.

**VFR Weather Minimums**

Contractor shall prepare a chart and graphic as per that shown on the layout using the most up-to-date procedures recommended by the Federal Aviation Administration. Border as shown.

**Components of a Traffic Pattern**

Contractor shall prepare a chart and graphic as per that shown on the layout using the most up-to-date procedures recommended by the Federal Aviation Administration. Border as shown.

**Recommended Communications Procedures**

Contractor shall prepare a chart as per that shown on the layout using the most up-to-date procedures recommended by the Federal Aviation Administration. Border as shown.

**Air Traffic Control Tower Light Gun Signals**

Contractor shall prepare a chart and graphic (in color) as per that shown on the layout using the most up-to-date procedures recommended by the Federal Aviation Administration. Border as shown.

**VFR Cruising Altitudes and Flight Levels**

Contractor shall prepare a chart and graphic as per that shown on the layout using the most up-to-date procedures recommended by the Federal Aviation Administration. Border as shown.

**Emergency Transponder Codes/Frequencies**

Contractor shall prepare a chart and graphic as per that shown on the layout using the most up-to-date procedures recommended by the Federal Aviation Administration. Border as shown.

**FAA Flight Plan**

Contractor shall prepare a chart and graphic as per that shown on the layout using the most up-to-date procedures recommended by the Federal Aviation Administration. Border as shown.

**Caveat**

Caveat or disclaimer statement shall appear on side one as per that shown on the layout. Copy shall be as shown surrounded by a thin black border. Size shall be as shown on layout. Copy and border shall print within a white "reversed" area approximately 2 1/4" X 2 1/4" square. Disclaimer statement graphic shall appear on both sides of the chart in the same position relative to the surrounding aeronautical data.

**Title panels**

All title panel artwork, text and background images will be supplied in Adobe Illustrator, Adobe Photoshop or Adobe Acrobat Standard format by the State of Louisiana.

Side 2 of chart shall contain the southern "half" of state aeronautical chart, Aeronautical Information Legend, and Caveat (disclaimer) statement as depicted on the layout and positioned accordingly. This side shall also contain a white area in which shall be printed the aeronautical information as shown on the layout. The information contained in the subject areas is for illustrative purposes only and must be updated and reset in type of the appropriate size for the space allotted. Legend shall be produced in all colors, and with all information shown, as used in US Government Sectional Charts.

**Caveat**

Caveat or disclaimer statement shall appear on side two as well; as per that shown on the layout. Copy shall be as shown surrounded by a thin black border. Size shall be as shown on layout. Copy and border shall print within a white "reversed" area approximately 2 1/4" X 2 1/4" square. Disclaimer statement graphic shall appear on both sides of the chart in the same position relative to the surrounding aeronautical data.

A border scale will be incorporated around the chart showing statute and nautical miles on both sides of the chart. Additionally the "Sectional Chart scale 1:500,000" shall also be printed underneath Aviation Division on Title Page

## **MECHANICAL (CAMERA-READY)/REPRODUCIBLE ART**

Contractor shall be responsible for producing all black & white & color mechanical (camera-ready) reproducible art required for reproduction of chart and all elements depicted in legend, aeronautical and miscellaneous information block, caveats, and cover art.

## **PAPER STOCK**

24 lb. High-wet strength map paper. Paper stock must be equivalent to or exceed US Government Printing Office specifications for JCPE20 stock.

## **NOTE**

Any use of brand names in this specification is for purposes of quality identification only. Where the term "equivalent" is used, other comparable and acceptable brands shall be determined by reference to the most recent annual edition of "The Fine Paper Directory - Sample Book" (Paper Buyer's Guide), published by Grade Finders, Inc. In the event a paper is bid which is not listed in the Paper Buyer's Guide, it shall be the responsibility of the contractor to provide satisfactory proof the paper meets or exceeds the specifications of the paper called for in the contract.

## **COLORS**

**Side 1 (cover):** Four color process, plus appropriate PMS colors necessary to meet federal aeronautical chart specifications.

**Side 2 (back):** Four color process, plus appropriate PMS colors necessary to meet federal aeronautical chart specifications.

## **PRINTING**

Chart prints two sides with bleed. Side 1 bleeds on chart bottom, as well as top, side, and bottom of cover area. Side 2 bleeds on chart top. Side 1 shall comprise the northern "half" of the state, chart cover, caveat statement, and aeronautical and miscellaneous information depicted in block area, as per the rough layout. Side 2 shall comprise the southern "half" of the state and appropriate legend information contained in block area, as per the rough layout. There shall be an overlap of approximately 40 nautical miles printed on both sides of the chart to match exactly between both halves of the chart and the northern and southern halves of the state, for ease in matching two halves when pasted together to produce one large single flat chart. The area of the map within the state borders of Louisiana and the surrounding states shall be differentiated by color. The area inside the borders of Louisiana shall print with a background of aeronautical chart "green". The background color for the states surrounding Louisiana (Miss., Ark., and Tex.) shall appear white.

## **PROOFS**

Four (4) blue-line proofs of both sides of chart shall be required for approval prior to final printing. Proof will be utilized for review of elements, positioning, and information correctness to the greatest extent as can be read from blue-line. Proof shall be in the possession of the LA DOTD Aviation Division for not more than five calendar days (Monday through Friday) for reviewing. Contractor shall be required to make any necessary corrections in regards to content, omissions, deletions, overprints, inconsistencies, or other discoveries made during review as may be determined by the reviewing agency for a quality, accurate product under the terms of this contract.

After corrections are made, two (2) full color proofs of both sides of the chart shall be required for approval prior to printing. Proof will be utilized for final review of all components prior to final printing. Proof shall be in the possession of the LA DOTD Aviation Division for not more than five calendar days (Monday through Friday) for reviewing. Contractor shall be required to make any corrections, as above, that may be identified in review stage prior to final printing.

LA DOTD Aviation Division must provide written approval prior to final printing.

## **CHANGES/CORRECTIONS**

Any changes required after submission of proofs that are the result of the contractor's errors or omissions will be made at no cost to the agency. Changes required after submission of proofs that are the result of the agency's error, shall be charged as alterations.

## **FOLDING**

Contractor to fold charts from flat size of 45" x 22" to a size of 5" x 11" with eight (8) vertical accordion folds and one (1) horizontal fold.

## **COMPOSITION/NEGATIVES**

Accuracy and currency of the information shall be the responsibility of the Contractor. All tall tower and aeronautical information shall be the most current available from the most recent Sectional Aeronautical Charts. Contractor is responsible for all composition, typesetting, masking, stripping, opaquing, and all other operations necessary for the composition of the chart. The Contractor is expected to meet or exceed the industry/federal; cartographic production standards with respect to design, content, and technical accuracy in all chart construction, and shall therefore ensure that: All materials and workmanship are of the highest quality, line weights, type faces and prescribed symbols are consistent in their application and commensurate with chart size and current aeronautical data that needs to be updated on the existing composite is obtained from the FAA National Charting Office.

## **CARTOGRAPHIC SPECIFICATION**

The full state map content, detail, type sizes, and line weights shall adhere to US Government Sectional Chart specifications. Aeronautical information will be portrayed in a manner exacting to US Government Sectional Charts. Current information and accuracy of aeronautical and miscellaneous information will be the responsibility of the contractor. The state requires all aeronautical, tall tower, and miscellaneous information to be current up to time of award.

The latest publications from the US Department of Transportation, US Department of Commerce, i.e. editions of US Government Sectional Charts, US Airport Facility Directory, Airman's Information Manual, etc. shall be used as current sources for information required. Federal Communications Commission information shall be used for Louisiana Commercial Broadcast Stations information. The LA DOTD Aviation Division may be utilized as a limited source for information required specific to the State of Louisiana where no other source is known.

## **PROOF OF ABILITY**

The State of Louisiana reserves the right to request information from the successful bidder concerning the description of their facilities for the gathering and dissemination of aeronautical information.

## **DIRECTION OF WORK**

All work shall be performed under the direction and supervision of the LA DOTD Aviation Division and its authorized representative. The agency's authorized representative shall decide any and all questions which arise as to the quality or acceptability of materials furnished and work performed, manner of performance, rate of progress of work, interpretation of plans and specifications and all questions pertaining to the acceptable fulfillment of the contract. In the event the contractor fails to carry out promptly any work required under this contract, the authorized representative shall have full executive authority to make decisions and enforce orders. The agency's authorized representative shall have the authority to reject all work considered to be unsatisfactory or unacceptable.

## **AGENCY REPRESENTATIVE**

Bradley R. Brandt  
(225) 274-4149 Phone  
(225) 274-4181 Fax  
[bbrandt@dotd.louisiana.gov](mailto:bbrandt@dotd.louisiana.gov) e-mail

## **OWNERSHIP OF MATERIALS**

All mechanical/reproducible art produced by the contractor, all dies, electroplates, negatives, positives, and any other commodities used in the production of the work under this contract and paid for by the State of Louisiana shall become the property of the state and shall be delivered to the LA DOTD Aviation Division upon completion of this contract. All transportation expenses shall be paid for by the contractor.

## **PACKAGING**

Band in counts of 25. Carton pack. Label end of cartons as to contents and quantity per carton. Cartons, when fully packed, shall not weigh more than 40 pounds.

## **DELIVERY**

All proofs shall be delivered to the LA DOTD Aviation Division at contractor's cost. Proofs shall be packed in material sturdy enough to protect the contents during shipping.

Final printed charts shall be delivered to the LA DOTD Aviation Division at contractor's cost. Contractor shall pack the charts in cartons sturdy enough to fully protect the contents during shipping, handling, and storage. THE 50 CHARTS TO BE DELIVERED FLAT, SHALL BE PACKED SEPARATELY and fully protected as above.

Delivery shall be made to LA DOTD Aviation Division, 8900 Jimmy Wedell, Room 123, Baton Rouge, Louisiana 70807.

Delivery hours are 7:45 to 4:15, Monday through Friday, excluding holidays WITHIN THREE WEEKS AFTER RECEIPT OF APPROVED FINAL PROOFS.

ALL ART, COLOR SEPARATIONS, FILM, NEGATIVES, TAPES, FLOPPY DISKS, SPECIAL PLATES, AND DIES ARE TO BECOME THE PROPERTY OF THE STATE OF LOUISIANA. SUCCESSFUL VENDOR IS TO FORWARD THESE TO THE AGENCY UPON COMPLETION OF THIS JOB.

**Overruns**

Under ordinary conditions, the State Purchasing Office will approve an overrun not to exceed:

Up	to	50,000	10%
50,000	to	100,000	8%
100,000	to	300,000	4%
300,001	to	500,000	3%
500,001		and Over	2%